

FOR AGENCY USE

APPLICATION FOR RECORDS RETENTION SCHEDULE

1. Agency Address

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

FOR RECORDS MANAGEMENT USE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Application Date	Department of E	,	Application Number			
May 3, 1976	State and Local	l Coordination strative Services Unit	76-171- 76-174			
Application Number	47 Trinity Aven		Date Received Date Completed			
DHR-52	Atlanta, Ga.		MAY 2 1 1976 MAY 2 8 1976			
2. Person to Contact		Working Title	Telephone Number			
Eugene Owen		Director	656-4421			
3. Action Requested	:					
	Schedule; record will con-	tinue to accumulate.				
b. Dispose of present a	accumulation; no further a	ccumulation anticipated.				
c. Amend Application		Check One: Change; Superous Change; Supe				
4. Detes of Series Earliest Latest	OITTERENT)					
1970 Present	Special Admini	strative Services Program	n Files (See attached sheet)			
6. Division and Office Functio	<u> </u>		in which this record series is created?			
			coordinating the activities			
		-	eral; the County Commissioners' office is responsible for the			
			nat require Board approval of			
	_		providing disaster relief and			
-		d Budget maintaining a sy	stem for tracking legislation			
that affects the Depa	rtment.					
Special Administrativ	e Services Unit is	s responsible for adminis	stering a concentrated program			
_		•	cases to the counties; to			
receive appeals on in	itial eligibility	decisions and to hold fa	ir hearings on the same.			
(See at	tached sheet)	1				
7. Record Series Description	This file contains the	following documents (include form	numbers and titles, if any):			
	Attach samples of the	file.				
Documents relating to:						
Included are:						
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File is all sliged.						
9 Manakhi Safara - Cata	<u> </u>					
8. Monthly Reference Rate						
One to six months old twenty-five months and old	; Seven to twelve	months old; Thirteen	to twenty-four months old;			
9. Annual Rate of Accumulation of Records; Shelves; Other (specify); Other (specify);						
NR-50-71; Rev. 78		(Over)	·			
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YES	NO	10. (Questionnaire	⊮ac; an "X	" in the proper co	olumn)		-5	3. I.
				cial copy of the	series?	<u> </u>		•	.
			f not, where i					16	÷
		D. 1	Does the series	contain contid	ential intormation	requiring s	ecurity nandling?	If yes, cite law or regula	ation.
			s this a vital re			·			
					or long term rese				
]]					necessary to	o keep the entire f	ile for a long period, cou	ld these 👾
				scheduled separ		oublished?	If yes, attach coo	y	
	7							summarized report?	
			f yes, attach o	, ygoy					
		-		ication of this s	eries in your offic	e, or in ano	ther office or agen	icy?	
	 		f ves, where?	e a major portio	on of it! regularly	microfilmer	17		
					a computer prin		<u></u>		
11.	Retent		quirements		following requir	· ·	to be kept:		C to the
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			limitation		years.		Administrative n		years.
	c. Fed				years.		Federal retention		years.
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	Attach	∞ру	or excert of la	ws or regulatio	ns. Explain admi	nistrative ne	èd.		v . A.
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12	Approx	red Di	sposition Inst	uctions Th	s agency recomm	ends that th	e file series he cut	off at the end of each:	<u> </u>
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Department of Human Resources State and Local Coordination Special Administrative Services Unit 47 Trinity Avenue, Rm. 403-5 Atlanta, Ga.

#6 continued

To provide hearings on final appeals as the ultimate step in Agency administrative review, to coordinate and expedite relationships with the Office of the Attorney General and to Coordinate the preparation, introduction and passage of DHR's Annual Legislative Package; to provide general informational legal services to the Department.

DIR Civil Action Litigation Files

Documents relating to the maintenance and coordination of civil action suits brought against the Department and the subsequent litigation of the civil action.

Included but not limited to are; documents consisting of copies of pleadings, briefs, court orders, memoranda, notices, transcripts, correspondence filed in court, correspondence forwarded or received in connection with cases litigated or settled without litigation and similar and related documents.

Files are arranged: Active File - by case. Inactive file - chronologically by year; Thereunder by case.

76-172
Attorney General Opinions Correspondence Files

Documents relating to the maintenance of copies of official and unofficial legal opinions requested by DHR to the State Attorney General's office.

Included but not limited to are; copy of official opinion or correspondence addressing unofficial opinions, letter requesting opinion; and related material.

Files are arranged chronologically by month and year; thereunder alphabetically by subject.

76-173

DHR Proposed Legislation Reference Files,

Documents relating to the maintenance of proposed legislation affecting DHR Units. Included are copies of proposed legislation, correspondence from DHR Units reflecting their position of legislation and similar and related documents.

Files are arranged chronologically by year thereunder alphabetically by subject.

When case is closed, remove from active file and place in inactive file; then Cut off inactive file at end of each fiscal year; hold in current files area 3 years: then destroy.

Earlier destruction is authorized, provided that no files are destroyed earlier than 6 months after case is closed.

Cut-off file at the end of the fiscal year, hold in current files area 2 years; then transfer to the State Records Center; hold 3 years; then destroy.

Please note: Most material duplicated in Department of Law.

Cut-off file at the end of the calendar year; hold in current files area 1 year; then retire to State Archives.

State Archives personnel have evaluated file series and have requested that files be retired to State Archives.

Special Administrative Services Director's Subject Files

Documents relating to all areas of interest and responsibility of the Director of Special Administrative Services. Included are correspondence reports, studies, memos concerning policy and procedure for units within the Special Administrative Section, legislative and budget material, communications with state and federal officials and other documents relating to the functional areas of the Section. File is arranged chronologically by year, thereunder alphabetically by subject.

Cut-off file at the end of the the calendar year, hold in current files area for 3 years; then destroy. Earlier destruction is authorized.

D-76-25
Factory For The Blind Administrative Support Files

Documents relating to maintenance of administrative support documents for the Factory for the Blind Program before Reorganization of State Government in 1972. Included are correspondence, reports, memos concerning policy and procedure for the Factory for the Blind Units, budget material and similar and related documents. Files are arranged alphabetically by subject.

Retire to State Archives.

Please note: This is one-time disposition standard. State Archives Personnel have requested that this file series (1 drawer accumulation) be retired to State Archives.